

STATE OF CALIFORNIA  
**TELECOMMUNICATIONS SERVICE REQUEST**

REQUEST IS FOR

☐ INFORMATION

☐ SERVICE

SUBMIT ALL COMPIES, INTACT, TO  
TELECOMMUNICATIONS DIVISION

☐ EXCEEDS SAM —

☐ DOES NOT EXCEED SAM —



SEE SAM 4500  
SECTIONS

AGENCY REQUEST NO.

DATE

DEPARTMENT	DIVISION, BUREAU, ETC.
------------	------------------------

ADDRESS OF PRESENT SERVICE (INCLUDE CITY AND ZIP)	ADDRESS OF REQUESTED SERVICE (INCLUDE CITY AND ZIP)
ROOM NO.	ROOM NO.

PERSON TO CONTACT FOR ACCESS	TELEPHONE NO.	LOCATION	ROOM NO.
------------------------------	---------------	----------	----------

BILLING ADDRESS (INCLUDE CITY AND ZIP)	VENDOR ACCT. NO.	UTILITY PRIMARY BILL NO.
--	------------------	--------------------------

TELEPHONE NUMBER(S) INVOLVED	REQUESTED DATE OF SERVICE	GENERAL SERVICES AGENCY CODE
------------------------------	---------------------------	------------------------------

CHECK TYPE OF REQUEST

☐ BUSINESS SERVICE

☐ SINGLE LINE

☐ KEYSYSTEM

☐ PBX

☐ CENTREX SERVICE

☐ SINGLE LINE

☐ KEYSYSTEM

☐ CALDEX

☐ WATS

☐ FEX

☐ CALNET ( ATTACH ONE  
REPRESENTATIVE MONTH'S )

☐ STATE AGENCY

☐ TAX SUPPORTED

( ATTACH COPY OF CHARTER OR OTHER  
DOCUMENTS SHOWING TAX SUPPORTED )

☐ CALNET CALLING CARD (include TD 907)

☐ OTHER \_\_\_\_\_

☐ DATA

☐ SWITCHED

☐ DEDICATED

☐ MOBILE TELEPHONE

☐ CELLULAR

☐ OTHER \_\_\_\_\_

BRIEFLY DESCRIBE PRESENT SERVICE

PRESENT EQUIPMENT VENDOR	SERVING UTILITY
--------------------------	-----------------

BRIEFLY DESCRIBE SERVICE REQUESTED (ATTACH JUSTIFICATION)

TOTAL COST OF REQUESTED SERVICE		METHOD OF ACQUISITION	
RECURRING	NON-RECURRING	<input type="checkbox"/> PURCHASE	<input type="checkbox"/> INSTALLMENT PURCHASE
		<input type="checkbox"/> RENT	<input type="checkbox"/> OTHER _____

**APPROVAL BY AGENCY TELEPHONE COMMUNICATIONS REPRESENTATIVE**

PRINTED OR TYPED NAME	TELEPHONE NO.
SIGNATURE	CALNET:
DATE	PUBLIC:
ADDRESS:	CITY ZIP

**TELECOMMUNICATIONS DIVISION**

☐ APPROVED

☐ DISAPPROVED (SEE COMMENTS BELOW)

☐ INFORMATION ONLY

PRINTED OR TYPED NAME	TELEPHONE NO.
SIGNATURE	CALNET:
DATE	PUBLIC:
COMMENTS:	DATE ORDER SENT TO
	VENDOR UTILITY